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Chapter 3 New Release Enhancements and Changes Affecting MAT Submissions

Chapter 3 contains a listing and explanation of the enhancements and changes for TRACS release 1.1.8B, and it includes a historical summary of past TRACS releases' enhancements and changes. This chapter is organized into the following major sections:

1. Section 3.1: Release **1.1.8B** Enhancements and Changes (and *additional* 1.1.8A enhancements)
2. Section 3.2: Release **1.1.8A** Enhancements and Changes
3. Section 3.3: Release **1.1.7** Enhancements and Changes
4. Section 3.4: Release **1.1.6A** Enhancements and Changes

3.1 Release 1.1.8B Enhancements and Changes

Release 1.1.8B changes in the MAT occurred for the following reasons:

1. Changes for the Noncitizen Rule
2. Income calculation changes for combined income and rent—interim rule
3. Post-release 1.1.8 enhancements

3.1.1 MAT Changes for the Noncitizen Rule

Noncitizen Rule functionality included in TRACS release 1.1.8B has mandated changes in the following MAT areas:

1. MAT 10 Section 2: Basic Record—General
2. MAT 10 Section 2: Basic Record—Noncitizen-Rule-Specific
3. MAT 10 Section 3: Family Record
4. MAT 10 Section 6: Worksheet Record

3.1.1.1 MAT10 Section 2: Basic Record Changes—General

1. The Future (F) field **Shared Housing Indicator** is replaced with the Mandatory on Condition (MOC) field **Housing Assistance Code**. Although optional at the MAT level, this field is required at the TRACS level for certifications with move-in dates on or after June 19, 1995.

The valid codes are:

- N** Subsidy *not* subject to the Noncitizen Rule (BMIR, Section 202/162, Section 202 and Section 811).
 - E** All family members are citizens or eligible noncitizens.
 - F** Family is eligible for full assistance pending verification of status.
 - C** Mixed family qualified for continued full assistance.
 - T** Temporary deferral of termination of an ineligible family or a mixed resident family that declines prorated assistance.
 - P** Mixed family accepting prorated assistance.
2. The Future (F) field **Market Rent Indicator** is replaced with the optional field **Secondary Subsidy Type**. This field is used *only* for prorated Section 8, Rent Supplement and RAP (re)certifications that also benefit from Section 236. In these situations an “S” is entered in this field. The field is left blank under all other conditions.

3. Percentage Actually Charged

- ▶ When Worksheet E is used, enter 30%.
- ▶ When Worksheet E is *not* used, calculate using **Total Tenant Payment** or **Tenant Rent**. If the assistance is prorated, use the prorated values.

3.1.1.2 MAT10 Section 2: Basic Record Changes—Noncitizen-Rule-Specific

Amounts submitted for **Total Tenant Payment**, **Tenant Rent**, **Utility Reimbursement**, and **Assistance Payment** in (re)certifications for prorated assistance must be the prorated amounts.

TRACS 1.1.8B Calculations for the Non-Citizen Rule for: **Prorate TTP, Assistance Payment, Utility Reimbursement** and/or **Tenant Rent for Mixed Families**

Definitions

1. **TTP, Tenant Rent, Assistance Payment** and **Utility Reimbursement** refer to the full assistance amounts before proration.
2. **Prorated TTP, Prorated Tenant Rent, Prorated Assistance Payment** and **Prorated Utility Reimbursement** refer to the amounts after proration.
3. **Difference** refers to the amount developed by subtracting either **Basic Rent** or **Tenant Rent** (depending on the section 236 formula) from **Market Rent**.
4. **Prorated Difference** refers to the result from multiplying **Difference** by the fraction **Ineligible Members**÷**Total Members**.
5. **Ineligible Members** is the count of members within a family having **Member Eligibility Codes** of **IN, IP** and **IC**.
6. **Eligible Members** is the count of members within a family having **Member Eligibility Codes** of **EC** and **EN**.
7. **Total Members** is the sum of **Ineligible members** plus **Eligible Members**.

Prorate Section 8, RAP or Rent Supplement

1. Calculate **Gross Rent**=**Contract Rent**+**Utility Allowance**.
2. Calculate **Prorated Assistance Payment** (rounded to whole dollar amount)=**Assistance Payment** *(**Eligible Members**÷**Total Members**).

3. Calculate **Prorated TTP=Gross Rent-Prorated Assistance Payment**.
4. Calculate **Prorated Tenant Rent** or **Prorated Utility Reimbursement**:
 - a. If the **Prorated TTP \geq Utility Allowance**, calculate **Prorated Tenant Rent=Prorated TTP-Utility Allowance**. **Prorated Utility Reimbursement=Zero**.
 - b. If the **Prorated TTP<Utility Allowance**, calculate **Prorated Utility Reimbursement= Utility Allowance-Prorated TTP**. **Prorated Tenant Rent=Zero**.

Prorate Section 236 without the benefit of additional assistance

1. Calculate **Difference=Market Rent-Tenant Rent**.
2. Calculate **Prorated Difference** (rounded to whole dollar amount)=**Difference *(Ineligible Members \div Total Members)**.
3. Calculate **Prorated Tenant Rent=Tenant Rent+Prorated Difference**.

Section 236 with the benefit of additional assistance

1. Calculate **Difference=Market Rent-Basic Rent**.
2. Calculate **Prorated Difference** (rounded to whole dollar amount)=**Difference *(Ineligible Members \div Total Members)**.
3. Calculate **Assistance Adjustment=Assistance Payment *(Ineligible Members \div Total Members)**.
4. Calculate **Prorated TTP=TTP+Prorated Difference+Assistance Adjustment**.
5. Calculate **Prorated Assistance Payment=Gross Rent-Prorated TTP**.
6. Calculate **Prorated Tenant Rent** or **Prorated Utility Reimbursement**:
 - a. If the **Prorated TTP \geq Utility Allowance**, Calculate **Prorated Tenant Rent=Prorated TTP-Utility Allowance**. **Prorated Utility Reimbursement=Zero**.
 - b. If the **Prorated TTP<Utility Allowance**, calculate **Prorated Utility Reimbursement= Utility Allowance-Prorated TTP**. **Prorated Tenant Rent=Zero**.

3.1.1.3 MAT10 Section 3: Family Record

1. The formerly Future (F) field, **Eligibility Code**, is now activated as **Member Eligibility Code**, which is now a Mandatory on Condition (MOC) field. This field is required by TRACS for certifications with move-in dates on or after June 19, 1995 with a Housing Assistance Code other than *N*.

The valid codes are:

- EC** The member is an eligible citizen.
- EN** The member is an eligible noncitizen.
- IN** The member is an ineligible noncitizen.
- IP** The member is an ineligible parent of the Head of Household or Spouse.
- IC** The member is an ineligible child of the Head of Household or Spouse.
- PV** The member's eligibility is not verified, but it is pending the findings of the verification process.
- XX** The person is not counted under the Noncitizen Rule. This category includes Foster Children, Live-In Attendants and members submitted with the Relationship Code "N".

2. The 15-position Future (F) field, **Birth Location Description** is replaced with the optional 10-position field, Alien Registration Number followed by 5-positions of **Filler** (spaces in this case).

NOTE: Alien Registration Number is in addition to a Social Security Number or a TRACS ID Number. Social Security Number and Alien Registration Number will no longer share a field.

3.1.1.4 MAT10 Section 6: Worksheet Record

A Section 6 record must be submitted with the Market Rent for prorated certifications whenever Section 236 is either the primary or Secondary Subsidy Type. *This includes Worksheet E.* The only required field for a Worksheet E is Market Rent. The other numeric fields must be zero filled.

3.1.2 Income Calculation Changes for Combined Income and Rent; Interim Rule

Release 1.1.8B Implements the Combined Income and Rent;

Interim Rule as it applies to TRACS. The first \$480 of earned income reported for a Full-Time Student (Relationship Code "O"; Special Status Code "F") is included in Annual Income. Earned income in excess of \$480 is excluded from Annual Income. Unearned income continues to be included in Annual Income.

3.1.3 Post 118A Enhancements

Additional enhancements to the 118A release have been made in the following areas:

1. MAT10 Section 2: Basic Record
2. MAT10 Family Record
3. MAT40 Move-Out Record
4. MAT65 Termination Record
5. MAT70 Unit Transfer/Gross Rent Change Record
6. MAT30 Section 2: Assistance Payment Summary Record

MAT10 Section 2: Basic Record

Field #4 Previous Head ID

Previous Description: If the previous head of household had no SSN/ARN, space fill this field.

Current Description: If the previous head of household had no SSN/TRACS ID, space fill this field.

MAT10 Family Record

Field #12 Identification Code

Previous Description: Code 999999999 if no SSN/ARN.

Current Description: Code 999999999 if no SSN/TRACS ID. Do not enter the TRACS generated T Number if the name has changed from the last (re)certification for this family. A new T Number will be generated.

MAT40 Move-Out Record

Field #4, **Head of Household ID Code**

Previous Description: The SSN/ARN of the Head of Household. Enter 999999999 if the head of household has no SSN/ARN.

Current Description: The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID.

Field #5: **Effective Date**

Previous Description: The effective date of the last (re)certification for this family. MMDDYYYY, zero fill.

Current Description: The effective date representing the certification the moveout is being processed against. MMDDYYYY, zero fill.

MAT65 Termination Record

Field #4: **Head of Household ID Code**

Previous Description: The SSN/ARN of the Head of Household. Enter 999999999 if the head of household has no SSN/ARN.

Current Description: The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID.

Field #5: **Effective Date**

Previous Description: The effective date of the last (re)certification for this family. MMDDYYYY, zero fill.

Current Description: The effective date representing the certification the termination is being processed against. MMDDYYYY, zero fill.

MAT70 Unit Transfer/Gross Rent Change Record**Field #4: Head of Household ID Code**

Previous Description: The SSN/ARN of the Head of Household. Enter 999999999 if the head of household has no SSN/ARN.

Current Description: The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID or the TRACS generated T Number.

MAT30 Section 2: Assistance Payment Summary Record and MAT10 Section 2: Basic Record**Field #3: Contract Number**

These edits were expanded as an additional Release 118A enhancement in order to accommodate all valid project/contract numbers.

1. All 11 characters must be filled.
2. There cannot be dashes in any of the 11 characters of this number.
3. The first two characters of this field must be alphanumeric.
4. The second two characters of this field must be numeric.
5. Character number 5 of this field can only contain one of the values: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, G, H, K, L, M, P, Q, R, S, T, or V.
6. If character 5 of this field contains a L or M, then characters 6 through 8 must be numeric and characters 9 through 11 must be numeric.
7. If the 5th character of this field contains an R, then the 6th character must either be numeric or contain an S. The 7th through 11th characters must be numeric.

Field #4: Project Number

1. All 8 characters must be filled.
2. There cannot be dashes in any of the 8 characters.
3. The first 3 characters of this number must be numeric.

NOTE: TRACS will accept the prior version for a limited time only.

3.2 Release 1.1.8A Enhancements and Changes

Release 1.1.8A brought about changes in the following MAT areas:

1. Project and Contract Edit
2. Voucher Record Formats

3.2.1 The MAT Certifications System: Project and Contract Edit

A special error code—*U*—was added for the following condition:

“MAT RECORD REJECTED: PROJECT/CONTRACT NUMBER - INVALID FORMAT”.

3.2.1.1 Why Create a Separate Error Code?

Current error codes cover a total field/attribute for a particular condition of either being alphanumeric (X code) or numeric (N code). Since a combination of conditions are expected for the Project/Contract numbers, a separate error code is specified.

3.2.1.2 Understanding Fatal Edits for Project/Contract Numbers

The following are the fatal edits for the Project/Contract numbers that were performed during MAT transaction processing for Release 1.1.8A.

MAT10 Section 2: Basic Record

Project Number Edits:

1. All 8 character *must* be filled.
2. There *cannot* be dashes in any of the 8 characters
3. The first 3 characters of this number *must* be **numeric**.

Contract Number Edits:

1. All 11 characters *must* be filled.
2. There *cannot* be dashes in any of the 11 characters of this number.
3. The first two characters of this field *must* be **alphanumeric**
4. The second two characters of this field *must* be **numeric**
5. Character number 5 of this field can only contain one of the following values:
0, 1, 2, 3, 4, 8, A, B, D, E, H, K, L, M, P, Q, R, S, T, or V.
6. If character 5 of this field contains a L, R, or M, then characters 6 through 8 *must* contain zeros and characters 9 through 11 *must* be **numeric**.
7. If the 5th character of this field contains an R, then the 6th character must either be numeric or contain an S. The 7th through 11th characters must be numeric.

3.2.2 The MAT Voucher System and MAT Voucher Record Formats

This section will discuss the following new record types:

1. Transmission Header
2. MAT 30 with six sections:
 - ▶ Section 1: Assistance Payment Header Record
 - ▶ Section 2: Assistance Payment Summary Record Format
 - ▶ Section 3: Regular Payment Record Format (Future)
 - ▶ Section 4: Adjustment Payment Record Format (Future)
 - ▶ Section 5: Approved Special Claim
 - ▶ Section 6: Miscellaneous Accounting Request
3. MAT 31: Delete Voucher Record
4. Voucher MATEV - Voucher Error Record
5. Voucher MATTV - Voucher Trailer Record

3.2.2.1 Understanding Assistance

Payment Header Records and Transmission Header Records

The voucher processing system was developed to expect one Assistance Payment Header record for each Transmission Header record.

3.2.2.2 Understanding Mixed Batch Type Submissions (Voucher and Certifications)

Mixed batch type submissions (Voucher and Certifications) are not permitted between one MAT Transmission Header to a MAT End.

While mixed batch type submissions (Voucher and Certifications) are permitted between a Sprint-to-Sprint transmission, it is not recommended since the entire transmission will be rejected if there is an error in the transmission. Refer to **Figure 3-1** for permitted and non-permitted batch examples.

Figure 3-1 Permitted and Non-permitted Transmission Examples

Permitted Transmission Example:	Non-Permitted Transmission Example:
<div>SPRINT HEADER</div> <div>MATHR</div> <div>MAT30</div> <div>MATND</div> <div>MATHR</div> <div>MAT30</div> <div>MAT31</div> <div>MAT31</div> <div>MAT31</div> <div>MATND</div> <div>MATHR</div> <div>MAT10</div> <div>MAT40</div> <div>MAT70</div> <div>MATND</div> <div>SPRINT HEADER</div>	<div>SPRINT HEADER</div> <div>MATHR</div> <div>MAT30*</div> <div>MAT10</div> <div>MAT10</div> <div>MAT65</div> <div>MAT40</div> <div>MATND</div> <div>MATHR</div> <div>MAT30</div> <div>MAT31</div> <div>MAT31</div> <div>MATND</div> <div>SPRINT HEADER</div> <div>(*non-permitted record)</div>

3.2.2.3 Understanding Mandatory Field Definition Changes

In certain instances where the financial or unit data is critical to the overall accounting consistency of the voucher, the field is designated as Mandatory (M) even though zero is permitted as a valid entry. This is a change from the Certification system where Mandatory (M) fields are defined as not permitting zero or spaces.

3.2.2.4 Understanding Duplicate Vouchers

Duplicate vouchers (same voucher month and contract number) cannot be submitted in the same transmission.

3.2.2.5 Correcting a Voucher's Contract Number and/or Voucher Month

To correct a voucher's contract number and/or voucher month, a voucher delete record must be submitted for the voucher needing correction. Once the incorrect voucher is deleted from the system, a new voucher record can be submitted. A voucher cannot be deleted from TRACS if it has been sent to the accounting system.

Note: TRACS will no longer accept data in 1.1.7 format; information in this section is provided only for historical reference.

3.3 Release 1.1.7 Enhancements and Changes

Changes in the 1.1.7 MAT are focused in these areas:

- ▶ MAT10 - Section 2 - Basic Record Format
- ▶ MAT40 - Move Out Date
- ▶ MAT65 - Termination Record
- ▶ MAT70 - Unit Transfers and Gross Rent Changes

3.3.1 MAT10 Section 2: Basic Record Format

With TRACS version 1.1.7, the Child Care Allowance field has been eliminated and two (2) new fields have been created:

- 1. Child Care Expense A.** The Child Care Expense A field reflects expenses that enable a family member to work.
- 2. Child Care Expense B.** The Child Care Expense B field shows the expenses that enable a family member to look for work or attend school.

In addition, the Voucher Date field has been added. This field permits the recording of the month and year in which a transaction affects a monthly subsidy voucher for payment.

3.3.2 MAT40 Move Out Date

A Voucher Date field was added to the MAT40 - Move Out Date Record to record the month and year in which a move-out affects a monthly subsidy voucher for payment.

3.3.3 MAT65 Termination Record

A Voucher Date has been added for recording the month and year in which a termination affects a monthly subsidy voucher for payment.

3.3.4 MAT70 Unit Transfers and Gross Rent Changes

A Voucher Date has been added for recording the month and year in which a unit transfer and/or gross rent change affects a monthly subsidy voucher for payment.

The Assistance Payment Amount has been modified so that either a four digit number or three digit negative number with a preceding negative sign is in the field. A negative Assistance Payment amount is only appropriate for a PRAC unit.

Note: TRACS will no longer accept data in 1.1.6 format; information in this section is provided only for historical reference.

3.4 Release 1.1.6A Enhancements and Changes

Changes in the 1.1.6A MAT are focused in these major areas:

- ▶ MAT70—Unit Transfers And Gross Rent Changes
- ▶ MAT70 Submissions—for Certified Households With a MAT10 (HUD 50059)
- ▶ MAT70 Submissions—For Certified Households Without a MAT10 (HUD 50059) Existing in the TRACS Automated System
- ▶ MAT70 Corrections

3.4.1 MAT70 Unit Transfers and Gross Rent Changes

Significant changes have been made in the way unit transfers and gross rent changes are processed. With version 1.1.6 of TRACS, processing of the MAT70 has been changed to permit a gross rent change submittal without a simultaneous change in unit. This additional functionality supports either a unit transfer or a gross rent change. As in previous releases, this transaction affects the data concerning the unit occupied by the certified household; this transaction does not change the data used to determine eligibility which has been established by a MAT10 (50059 certification).

The name of the MAT70 record type has been changed from "MAT70—Unit Transfer Record" to "MAT70—Unit Transfer/Gross Rent Change Record". Owners/Agents submitting electronically to TRACS must submit MAT70 records when unit transfer and/or gross rent change actions occur. This release does not require the submittal of a companion unit transfer or gross rent change MAT10 record as was required in previous releases.

3.4.1.1 MAT70 Submissions for Certified Households With a MAT10 (HUD 50059) Currently Active in the TRACS Automated System

Submit one MAT70 record when one of the following circumstances occur and no other circumstances affecting the current certification changes. For unit transfers and gross rent changes occurring with a change in household composition, refer to section "3.4.2.1. CHANGES IN HOUSEHOLD COMPOSITION:".

1. The certified household transfers from one unit to another unit within the project.
2. HUD approves a gross rent change for the unit occupied by the certified household. This functionality is a Release 1.1.6 enhancement.
3. The certified household transfers to another unit within the project resulting in a rent change. The unit transfer and the gross rent change have the

same transaction effective date (FIELD #10 on the MAT70).

The above circumstances may change several times before the next annual recertification is due. One MAT70 record is required for each occurrence of a change.

3.4.1.2 MAT70 Submissions—For Certified Households Without a MAT10 (HUD 50059) Existing in the TRACS Automated System

1. Preferred Method:

Submit one MAT70 and one MAT10 when a unit transfer and/or gross rent change occurs. The MAT10 transaction must reflect the current certification-in-force (unchanged) as this will become the current certification in the TRACS automated system upon which the MAT70 will effect the requested change. Without the current certification, TRACS cannot apply the unit transfer transaction to an appropriate household. The transactions must be sent in the same MAT transmission (i.e. same transmission date, time, and mailbox identification). It makes no difference if the MAT10 is first in sequence in the transmission or the MAT70

2. Alternative Method:

Submit one MAT70 and no MAT10 when a unit transfer and/or gross rent change occurs. The MAT70 record will be accepted and stored but it will not establish a certification for the household.

3.4.1.3 MAT70 Corrections

Corrections to a MAT70 submitted in error, can be performed by submitting another MAT70 with the correct data. It is not necessary for the TRACS system to distinguish between the first submission of the MAT70 and the subsequent correction since the change or correction is processed against the most current certification. The effective date of the most current active certification must be used in the MAT70, FIELD #5 in both the first submission and the subsequent correction. It is anticipated that in future TRACS releases this correction procedure may change.

3.4.1.4 Worksheets

The MAT70, as implemented in TRACS, is not accompanied by a worksheet record. The MAT70 is processed against the current certification, and by definition (4350.3, Exhibit 3-4) the only Items in the 50059 or the worksheet that change with a gross rent change are those that are affected by a change in rents or allowances. Although it may be necessary to manually recompute the current worksheet with the new rents and allowances in order to supply the data required by the MAT70, the worksheet itself is not submitted. TRACS has the current 50059 and worksheet data available when processing a MAT70

The current worksheet for Section 236 and Rent Supplement tenants (the one used to compute the current HUD-50059) will need to be recomputed manually using the new rents and utility allowance, as indicated. The worksheet will not be submitted to TRACS with the MAT70; however, the new rent and assistance

amounts computed manually using the worksheet are entered in the MAT70. Worksheets do not have to be recomputed if the subsidy type is other than Section 236 or Rent Supplement.

3.4.2 Other Release 1.1.6 Changes

Changed areas include:

1. Household Composition
2. Edit changes in MAT Record Types

3.4.2.1 Changes in Household Composition

If there is a change in family composition, submit an interim recertification with Item 6a coded "5" and Item 6b blank. In Release 1.1.6 the procedure to effect an interim with or without a unit transfer and/or gross rent change is the same. In previous releases, an interim recertification which included a unit transfer required a submittal of a MAT70 along with the MAT10. In TRACS Release 1.1.6, if the Interim Recertification involves a unit transfer and/or gross rent change, submit the MAT10 only with the new unit number and new rent— no MAT70 is required. Remember to leave Item 6b blank; a MAT10 with an action processed code (FIELD #18, 50059 Item 6b) of "2" (Unit Transfer) or "3" (Gross Rent Change) will be rejected.

3.4.2.2 Edit Changes in MAT Record Types

There have been some changes in edits, primarily in the MAT70 record type. These changes are not documented in this section. Edit changes are documented under their respective record type.

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